

# PHA Plans

5 Year Plan for Fiscal Years 2003 - 2007  
Annual Plan for Fiscal Year 2003

**JEFFERSON COUNTY HOUSING AUTHORITY  
201 NORTH JEFFERSON STREET  
PUNXSUTAWNEY, PA. 15767  
(814) 938-7140**

**Sandra L. Stroka  
Executive Director**

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN  
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA STANDARD PLAN**  
**Agency Identification**

**PHA Name: JEFFERSON COUNTY HOUSING AUTHORITY**

**PHA Number: PA 61-1**

**PHA Fiscal Year Beginning: 04/2003**

**Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)**

- ☒ Main administrative office of the PHA  
201 NORTH JEFFERSON STREET, PUNXSUTAWNEY, PA. 15767
- ☐ PHA development management offices
- ☐ PHA local offices

**Display Locations For PHA Plans and Supporting Documents**

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA  
201 NORTH JEFFERSON STREET, PUNXSUTAWNEY, PA 15767
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA  
201 NORTH JEFFERSON STREET, PUNXSUTAWNEY, PA. 15767]
- ☐ PHA development management offices
- ☐ Other (list below)

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2003 - 2007**  
[24 CFR Part 903.5]

**A. Mission**

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☒ The PHA's mission is: *The Jefferson County Housing Authority is committed to building and maintaining affordable housing within our community. We seek to create safe neighborhoods by partnering with individuals and organizations to provide housing, education and employment opportunities for families of modest means to become self-sufficient and improve their quality of life. We shall serve clients and all citizens with the highest level of professionalism, compassion and respect.*

**B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

- ☒ PHA Goal: Expand the supply of assisted housing  
Objectives:
- ☒ Apply for additional rental vouchers:  
*Apply for additional vouchers over 5 year period, based on Demand and the Authority's eligibility to apply*
- ☒ Reduce public housing vacancies:  
*The Housing Authority will continue to attempt to reduce vacancies*

*Within the constraints of the existing housing market and current limited Interest in public housing.*

☐ Leverage private or other public funds to create additional housing opportunities:

☐ Acquire or build units or developments

☒ Other (list below)

*The Housing Authority will devote their energy to increase public housing And section 8 occupancy rates.*

☒ PHA Goal: Improve the quality of assisted housing

Objectives:

☒ Improve public housing management:

*The Housing Authority's PHAS score is 89%, Our 5 year goal is to achieve a high performer score of 90 and remain at this consistently high level.*

☒ Improve voucher management:

*The Housing Authority's SEMAP score was 88% (standard) For 2001, (2002 scores not received yet) We will continue to attempt to achieve a high performer status.*

☒ Increase customer satisfaction:

*By increasing preventative and routine maintenance overall livability will be positively impacted. Renewed emphasis will be placed on addressing safety and neighborhood appearance.*

☐ Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)

☒ Renovate or modernize public housing units:

*In accordance with approved Capital Fund Program*

☐ Demolish or dispose of obsolete public housing:

☐ Provide replacement public housing:

☐ Provide replacement vouchers:

☐ Other: (list below)

☒ PHA Goal: Increase assisted housing choices

Objectives:

☐ Provide voucher mobility counseling:

☒ Conduct outreach efforts to potential voucher landlords

*The Housing Authority will continue to conduct at least annually meetings with potential landlords.*

☐ Increase voucher payment standards

☒ Implement voucher homeownership program:

*The Housing Authority will continue to initiate the Section 8 Homeownership Program starting with 10 homeownership opportunities*

*The Housing Authority has developed a program outline detailing the Program participation and has partnered with Rural Development To collaterate our efforts.*

☐ Implement public housing or other homeownership programs:

☒ Implement public housing site-based waiting lists:

*The Housing Authority will continue to use 3 municipal waiting lists: Reynoldsville, Sykesville and Punxsutawney, Pa.*

☐ Convert public housing to vouchers:

☒ Other: (list below)

*The Housing Authority continues to manage a 16 family unit development in Brookville and properties of a non-profit in Brockway to provide assisted living for the elderly.*

#### **HUD Strategic Goal: Improve community quality of life and economic vitality**

☒ PHA Goal: Provide an improved living environment

Objectives:

☒ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:

*The Housing Authority has adopted a new economic deconcentration policy. The Authority will annually Reanalysis development income to determine if developments Targeted for economic deconcentration should be changed.*

☒ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:

*Income mixing will be achieved through implementing adopted Economic Deconcentration Policy.*

☒ Implement public housing security improvements:

*The Housing Authority's Administrative Staff and/or Director meet regularly with the Chief's of Police from the 3 communities to access and discuss security need and actions.*

☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)

☐ Other: (list below)

#### **HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

☒ PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- ☐ Increase the number and percentage of employed persons in assisted families:
- X Provide or attract supportive services to improve assistance recipients' employability:

*The Housing Authority's representative regularly participates in scheduled interagency social service meetings at which the full array of employment services are discussed. Under the Workforce Investment Act the Housing Authority is a partner with Team Pennsylvania Career Link. Conventional, new or innovative approaches to increase resident employment opportunities will be identified and disseminated to our residents. The Housing Authority continues to provide hands on employments/training through their Step-Up program to public housing and Section 8 Participants.*

- ☐ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☐ Other: (list below)

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

- ☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:

- ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:

*The Housing Authority conducts regular monthly meeting with the entire staff to ensure sensitivity to all Equal Opportunity goals and objectives. Minutes of these meetings are kept and available in the Authority's main Office. Current census data estimates a total countywide minority population of approx. 268 persons or approx. 1/2 %.*

- ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:

*See above comment*

- ☐ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:



Other: (list below)

*The Housing Authority meets with our residents quarterly at each Development. The Housing Authority request their comments, concerns And questions and ideas on how the Housing Authority can formulate Policies and procedures that will benefit both the residents and Housing Authority.*

**Other PHA Goals and Objectives: (list below)**

**Annual PHA Plan**  
**PHA Fiscal Year 2003**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

**Streamlined Plan:**

- ☐ **High Performing PHA**
- ☐ **Small Agency (<250 Public Housing Units)**
- ☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

*The Jefferson County Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuring HUD requirements.*

*The Housing Authority provides safe, decent, and affordable housing for lower income families, elderly, and persons with disabilities; along with encouraging families to become self-sufficient.*

*Our goal is to expand the supply of assisted housing by reducing public housing vacancies and developing an aggressive marketing plan.*

*We plan to improve the quality of assisted housing by increasing our PHAS score, increase customer satisfaction, and continue to modernize our public housing units through our Capital Fund Program.*

*All operations, management policies, and this Annual Plan will reflect the fact that the resident's needs are first and foremost. All individuals will be treated fairly and equally when seeking the Authority's assistance in improving their quality of living conditions.*

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.



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### Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

#### Required Attachments:

- ☒ (A) Admissions Policy for Deconcentration
- ☒ (M) FY 2003 Capital Fund Program Annual Statement
- ☒ (B) Pet Policy
- ☒ (C) Housing Authority 5 year Plan Progress Report
- ☒ (D) Resident Member of the Housing Authority Board
- ☒ (E) Membership of the Resident Advisory Board
- ☒ (F) Voluntary Conversion Additional Questions & Certifications
- ☒ (G) Substantial Deviation and Significant Amendment or Modification  
Definition
- ☒ (H) Implementation of Public Housing Resident Community Service  
Requirement
- ☒ (K) Section 8 Homeownership Capacity Statement
- ☐ Most recent board-approved operating budget (Required Attachment for PHAs  
that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- ☐ PHA Management Organizational Chart
- ☒ (N) FY 2003 Capital Fund Program 5 Year Action Plan
- ☐ Public Housing Drug Elimination Program (PHDEP) Plan
- ☒ (I) Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- ☒ Other (List below, providing each attachment name)
  - (J) *REAC Customer Service and Satisfaction Survey – Follow –Up Plan*
  - (L) *Public Housing Revised Dwelling Lease*
  - (O) *Annual Statement / P & E Report - 2000 CFP*
  - (p) *Annual Statement / P & E Report - 2001 CFP*
  - (Q) *Annual Statement / P & E Report - 2002 CFP*

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the Public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
		Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the	Annual Plan: Conversion of Public Housing

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	1996 HUD Appropriations Act	
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
<b>X</b>	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
<b>X</b>	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
<b>X</b>	<i>Policy on Administration of the Community Service Requirement</i>	<i>Administration of policy</i>
<b>X</b>	<i>Full Pet Policy</i>	<i>Administration of Policy</i>
<b>X</b>	<i>Deconcentration Policy and Income Mixing Income Analysis</i>	<i>Administration of Policy</i>
<b>X</b>	<i>Voluntary Conversion – Initial Assessment</i>	<i>Administration of Policy</i>
<b>X</b>	<b>PUBLIC HOUSING DWELLING LEASE</b>	<b>Admin. Of Policy</b>

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

### **A. Housing Needs of Families in the Jurisdiction/s Served by the PHA**

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have

housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being “no impact” and 5 being “severe impact.” Use N/A to indicate that no information is available upon which the PHA can make this assessment.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	288	5	2	2	1	1	2
Income >30% but <=50% of AMI	128	4	2	2	1	1	2
Income >50% but <80% of AMI	210	3	2	2	1	2	2
Elderly	991	4	2	1	2	1	2
Families with Disabilities		N/A					
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☐ Consolidated Plan of the Jurisdiction/s  
Indicate year:
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- ☐ American Housing Survey data  
Indicate year:
- ☐ Other housing market study  
Indicate year:
- ☒ Other sources: (list and indicate year of information)  
*Verbal information and data from applicants and residents..*  
*The Housing Authority’s waiting list.*

## **B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists**

State the housing needs of the families on the PHA’s waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	20		120
Extremely low income <=30% AMI	10	50%	
Very low income (>30% but <=50% AMI)	7	35%	
Low income (>50% but <80% AMI)	3	15%	
Families with children	5	25%	
Elderly families	0	0%	
Families with Disabilities	9	45%	
Race/ethnicity	19 White	95%	
Race/ethnicity	1 Black	5%	
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	15	75%	
2 BR	2	10%	
3 BR	2	10%	
4 BR	1	5%	
5 BR			
5+ BR			

Housing Needs of Families on the Waiting List
<p>Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)?</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes</p>

Housing Needs of Families on the Waiting List			
<p>Waiting list type: (select one)</p> <p><input checked="" type="checkbox"/> Section 8 tenant-based assistance</p> <p><input type="checkbox"/> Public Housing</p> <p><input type="checkbox"/> Combined Section 8 and Public Housing</p> <p><input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)</p> <p>If used, identify which development/subjurisdiction:</p>			
	# of families	% of total families	Annual Turnover
Waiting list total	24		36
Extremely low income <=30% AMI	15	62.5%	
Very low income (>30% but <=50% AMI)	9	37.5%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	13	54%	
Elderly families	0	0%	
Families with Disabilities	6	25%	
Race/ethnicity	24 White	100%	
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing			

Housing Needs of Families on the Waiting List			
Only)			
1BR	10	42%	
2 BR	6	25%	
3 BR	7	29%	
4 BR	1	4%	
5 BR			
5+ BR			
<p>Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)?</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes</p>			

### C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units
- ☒ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration



- ☐ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☐ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

**Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- ☒ Apply for additional section 8 units should they become available
- ☐ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☐ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☒ Other: (list below)  
*The Housing Authority will continue to support affordable housing by managing a 16 family development in Brookville, and assume the continuation of assisted living for the elderly in Brockway through a Management Agreement.*

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☐ Adopt rent policies to support and encourage work
- ☒ Other: (list below)  
*Adopt rent policies to support and encourage work, by giving a 20% exclusion on earned gross income.*

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- ☐ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work  
*Adopt rent policies to support and encourage work, by giving a 20% exclusion on earned gross income.*
- ☐ Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☐ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☐ Other: (list below)

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☒ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☐ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☒ Other: (list below)  
*The Housing Authority accommodate special needs requests from their residents on an individual basis.*

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- ☐ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units

- ☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other: (list below)

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☐ Staffing constraints
- ☐ Limited availability of sites for assisted housing
- ☐ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☐ Influence of the housing market on PHA programs
- ☐ Community priorities regarding housing assistance
- ☒ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☒ Results of consultation with advocacy groups
- ☐ Other: (list below)

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2002 grants)</b>	1,943,504	
a) Public Housing Operating Fund	592,668	Public housing
b) Public Housing Capital Fund	356,734	Capital Improvement
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	994,102	Section 8

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)		
<b>R.E.C.D.S.- Management Fee</b>	42,940	Assisted Housing
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
Public Housing Reserve	811,721	P.H., Operations
Section 8 Reserve	645,907	Section 8 Assistance
<b>3. Public Housing Dwelling Rental Income</b>	515,916	
<b>4. Other income (list below)</b>		
P.H. Investments	20,143	
Section 8 Investments	19,685	
<b>4. Non-federal sources (list below)</b>	0	
<b>Total resources</b>	3,999,816	Public housing, Section 8 and assisted housing operations and capital improvements

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☐ When families are within a certain number of being offered a unit: (state number)  
☐ When families are within a certain time of being offered a unit: (state time)  
☒ Other: (describe)

*Eligibility is verified at the time the applications is received  
Following criminal credit and landlord screening. Only eligible  
Applicants are placed on waiting list.*

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity  
☒ Rental history  
☐ Housekeeping  
☒ Other

*Check to see if they owe money to any other Housing Authority*

c. ☐ Yes ☒ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

*The Housing Authority has a contract with the National  
Tenant Network/Landlord Control to act on their behalf  
to undertake the criminal record screening to determine  
if the applicant has a criminal record.*

e. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

### **(2)Waiting List Organization**

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☐ Community-wide list  
☒ Sub-jurisdictional lists  
☐ Site-based waiting lists  
☐ Other (describe)

*3 lists by municipality, Punxsutawney, Sykesville & Reynoldsville, .*

b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office  
*201 North Jefferson Street, Punxsutawney, PA. 15767*  
*(814) 938-7140*
- ☐ PHA development site management office
- ☐ Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

*Three (3) Municipal based waiting list will be used. Punxsutawney  
Sykesville and Reynoldsville.*

2. ☐ Yes ☒ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?

3. ☒ Yes ☐ No: May families be on more than one list simultaneously  
If yes, how many lists? *As many as they choose*

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☒ PHA main administrative office  
*201 North Jefferson Street, Punxsutawney, Pa.*
- ☐ All PHA development management offices
- ☐ Management offices at developments with site-based waiting lists
- ☐ At the development to which they would like to apply
- ☐ Other (list below)

### **(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☒ One
- ☐ Two
- ☐ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

**(4) Admissions Preferences**

a. Income targeting:

- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☒ Emergencies  
☒ Overhoused  
☒ Underhoused  
☒ Medical justification  
☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)  
☐ Resident choice: (state circumstances below)  
☐ Other: (list below)

c. Preferences

1. ☐ Yes ☒ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
☐ Victims of domestic violence  
☐ Substandard housing  
☐ Homelessness  
☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☐ Working families and those unable to work because of age or disability  
☐ Veterans and veterans' families  
☐ Residents who live and/or work in the jurisdiction  
☐ Those enrolled currently in educational, training, or upward mobility programs

- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

#### 1 Date and Time

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
 Victims of domestic violence  
 Substandard housing  
 Homelessness  
 High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans’ families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

#### **(5) Occupancy**



a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
- ☒ The PHA's Admissions and (Continued) Occupancy policy
- ☒ PHA briefing seminars or written materials
- ☒ Other source (list)

*Maintenance--Management Policies*

*Tenant Charge List*

*One Strike & You're Out Policy*

*Right to Know Policy*

*Resident Handbook*

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☒ At an annual reexamination and lease renewal
- ☒ Any time family composition changes
- ☒ At family request for revision

*In the 3 above cases the residents must notify the Housing Authority within 10 days of the occurrence or change.*

☐ Other (list)

#### **(6) Deconcentration and Income Mixing**

a. ☒ Yes ☐ No: *Does the Housing Authority have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to next question.*

b. ☒ Yes ☐ No: *Do any of these covered developments have a average incomes above or below 85% TO 115% of the average incomes of all such developments? If no, this section is complete. If yes, list these developments as follows:*

#### *Deconcentration Policy for Covered Developments*

<i>Dev. Name</i>	<i>Number of Units Tot./occ.</i>	<i>Explanation</i>	<i>Deconcentration Policy</i>
<i>Beyer Avenue</i>	<i>40/37</i>	<i>117% of adj. Average</i>	<i>Above E.I.R.</i>

<i>Cares Terrace</i>	<i>16/13</i>	<i>79% of adj. Average</i>	<i>Below E.I.R.</i>
<i>Breezeway Terrace</i>	<i>30/22</i>	<i>82% of adj. Average</i>	<i>Below E.I.R.</i>

c. If the answer to b was yes, what changes were adopted? (select all that apply)

☐

Adoption of site-based waiting lists

If selected, list targeted developments below:

☒

Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments

If selected, list targeted developments below:

PA 61-2, *BEYER AVENUE*

PA 61-4, *BREEZEWAY TERRACE*

PA 61-15, *CARES TERRACE*

☐

Employing new admission preferences at targeted developments

If selected, list targeted developments below:

☐

Other (list policies and developments targeted below)

d. ☐ Yes ☒ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

☐

Additional affirmative marketing

☐

Actions to improve the marketability of certain developments

☐

Adoption or adjustment of ceiling rents for certain developments

☐

Adoption of rent incentives to encourage deconcentration of poverty and income-mixing

☐

Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

☐

Not applicable: results of analysis did not indicate a need for such efforts

☐

List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

☐

Not applicable: results of analysis did not indicate a need for such efforts

☐

List (any applicable) developments below:

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☒ Criminal or drug-related activity only to the extent required by law or regulation
- ☐ Criminal and drug-related activity, more extensively than required by law or regulation
- ☐ More general screening than criminal and drug-related activity (list factors below)
- ☐ Other (list below)

b. ☐ Yes ☒ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

*The Housing Authority has a contract with the National Tenant Network/Landlord Control to act on their behalf to undertake the criminal record screening to determine if the applicant has a criminal record.*

d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- ☐ Criminal or drug-related activity
- ☒ Other (describe below)

*The landlord is given the prospective tenant's previous address authorization to contact and determine previous tenancy.*

### (2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- ☒ None
- ☐ Federal public housing
- ☐ Federal moderate rehabilitation

- ☐ Federal project-based certificate program  
☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- ☒ PHA main administrative office  
*201 North Jefferson Street, Punxsutawney, PA. 15767*  
*(814) 938-7140*  
☐ Other (list below)

### **(3) Search Time**

- a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

*The Housing Authority reviews the documented circumstances/situation presented by the applicant.*

### **(4) Admissions Preferences**

a. Income targeting

- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☐ Yes ☒ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
☐ Victims of domestic violence  
☐ Substandard housing  
☐ Homelessness

- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability  
☐ Veterans and veterans' families  
☐ Residents who live and/or work in your jurisdiction  
☐ Those enrolled currently in educational, training, or upward mobility programs  
☐ Households that contribute to meeting income goals (broad range of incomes)  
☐ Households that contribute to meeting income requirements (targeting)  
☐ Those previously enrolled in educational, training, or upward mobility programs  
☐ Victims of reprisals or hate crimes  
☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
Victims of domestic violence  
Substandard housing  
Homelessness  
High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability  
☐ Veterans and veterans' families  
☐ Residents who live and/or work in your jurisdiction  
☐ Those enrolled currently in educational, training, or upward mobility programs  
☐ Households that contribute to meeting income goals (broad range of incomes)  
☐ Households that contribute to meeting income requirements (targeting)  
☐ Those previously enrolled in educational, training, or upward mobility programs  
☐ Victims of reprisals or hate crimes  
☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☐ Date and time of application

☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- ☐ This preference has previously been reviewed and approved by HUD  
☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers  
☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

#### **(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☐ The Section 8 Administrative Plan  
☐ Briefing sessions and written materials  
☒ Other (list below)

*The Housing Authority does not have a special purpose Section 8 Program.*

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☐ Through published notices  
☐ Other (list below)

### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

#### **(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☐ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☒ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0  
☒ \$1-\$25  
☐ \$26-\$50

2. ☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

*Waiver of the minimum rent in Housing Authority approved hardship cases (documentation must be available)*

c. Rents set at less than 30% than adjusted income

1. ☒ Yes ☐ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

*The Housing Authority has established the Section 8 standard payment as flat rents For public housing. When the flat rent is less than 30% of adjusted income, the Tenant has the option of choosing the rent structure.\*

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☒ For the earned income of a previously unemployed household member
- ☒ For increases in earned income
- ☐ Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:
- ☐ Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:
- ☐ For household heads
- ☐ For other family members
- ☐ For transportation expenses
- ☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
- ☒ Other (describe below)  
*20% exclusion of earned gross income*

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- ☐ Yes for all developments
- ☐ Yes but only for some developments
- ☒ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☐ For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95<sup>th</sup> percentile rents



- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☐ At family option
- ☒ Any time the family experiences an income increase  
*The family is required to report the increase within 10 days of the occurrence.*
- ☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- ☐ Other (list below)

- g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

**(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☒ The section 8 rent reasonableness study of comparable housing
- ☒ Survey of rents listed in local newspaper
- ☒ Survey of similar unassisted units in the neighborhood
- ☐ Other (list/describe below)

**B. Section 8 Tenant-Based Assistance**

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

**(1) Payment Standards**

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- ☒ 100% of FMR (see comment "C" below)
- ☒ Above 100% but at or below 110% of FMR (see comment "C" below)
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☒ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☒ Reflects market or submarket
- ☒ To increase housing options for families
- ☒ Other (list below)  
*The Housing Authority sets rents for 0, 1 and 2 bedroom units at 110% of FMRs. All other bedroom sizes are set at 100% of FMRs.*

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually
- ☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families
- ☒ Rent burdens of assisted families
- ☐ Other (list below)

## **(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0  
☒ \$1-\$25  
☐ \$26-\$50

b. ☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)  
*Waiver of minimum rent in Housing Authority approved hardship cases.*

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- ☐ An organization chart showing the PHA's management structure and organization is attached.
- ☒ A brief description of the management structure and organization of the PHA follows:  
*The Housing Authority is generally divided among four areas: public housing management, public housing maintenance, Section 8 rental assistance and Accounting. These four divisions report directly to the Executive Director who is responsible to the appointed Board of Directors*

### **B. HUD Programs Under PHA Management**

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year	Expected Turnover
--------------	----------------------------------	-------------------

	<b>Beginning</b>	
Public Housing	287	120
Section 8 Vouchers	263	36
Section 8 Certificates	N/A	
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
Public Housing Drug Elimination Program (PHDEP)	N/A	
Other Federal Programs(list individually)		
R.E.C.D.S.	56	18

### **C. Management and Maintenance Policies**

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

- (1) Public Housing Maintenance and Management: (list below)

*The Maintenance Department is directed by a Maintenance Manager and is responsible for the supervision of employees in receiving and completing work orders, annual inspection of the units, lawn care, snow removal and preventive maintenance functions. All rules, standards and policies are maintained at the Authority's main office, with specific instructions at the maintenance office*

*Pest control is performed by a contractor, who inspects each development once a month and sprays or fumigates as necessary.*

- (2) Section 8 Management: (list below)

*The Section 8 Department follows their Section 8 Administrative Plan in the management of the program.*

*The Housing Quality standards is applied to all housing inspections conducted annually and as requested.*

*An intensive briefing is conducted with applicants informing them of: HUD directives and regulations, Landlord/Tenant Responsibilities, Program Policies, Program participants/Landlord requirements, Program information materials.*

*Housing Authority conducts annual meetings with landlords to inform them of the Section 8 Program and to seek their comments on the program.*

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

### **A. Public Housing**

1. ☐ Yes ☒ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☒ PHA main administrative office  
201 North Jefferson Street, Punxsutawney, PA. 15767  
(814) 938-7140
- ☐ PHA development management offices
- ☐ Other (list below)

### **B. Section 8 Tenant-Based Assistance**

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing

procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☒ PHA main administrative office  
*201 North Jefferson Street, Punxsutawney, PA. 15767*  
*(814) 938-7140*
- ☐ Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

### **A. Capital Fund Activities**

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

#### **(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

- ☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment File (pa061a01)

-or-

- ☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

## **(2) Optional 5-Year Action Plan**

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

☒ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment ( File pa061a01)

-or-

☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

## **B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)**

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)  
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- ☐ Revitalization Plan under development
- ☐ Revitalization Plan submitted, pending approval
- ☐ Revitalization Plan approved

☐ Activities pursuant to an approved Revitalization Plan underway

☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

☐ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

*The Housing Authority has no specific plans for disposing or demolishing any public housing units in 2003. The Authority is reserving its option to demolish units under the de minimis exception for demolition provided by the QHWRA.*

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

### 2. Activity Description

☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number:	



2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

## **9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

### 2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

<b>Designation of Public Housing Activity Description</b>
1a. Development name:

1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

### **A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

#### **2. Activity Description**

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>
1a. Development name:
1b. Development (project) number:

<p>2. What is the status of the required assessment?</p> <p><input type="checkbox"/> Assessment underway</p> <p><input type="checkbox"/> Assessment results submitted to HUD</p> <p><input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question)</p> <p><input type="checkbox"/> Other (explain below)</p>
<p>3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)</p>
<p>4. Status of Conversion Plan (select the statement that best describes the current status)</p> <p><input type="checkbox"/> Conversion Plan in development</p> <p><input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY)</p> <p><input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY)</p> <p><input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway</p>
<p>5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)</p> <p><input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____)</p> <p><input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)</p> <p><input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)</p> <p><input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent</p> <p><input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units</p> <p><input type="checkbox"/> Other: (describe below)</p>

#### A. VOLUNTARY CONVERSION INITIAL ASSESSMENTS

- a. *How many of the PHA's developments are subject to the Required Initial Assessments? Four (4) Developments*
- b. *How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)? four (4) Developments.*
- c. *How many Assessments were conducted for the PHA's covered developments? Four (4)*
- d.. *Identify PHA Developments that may be appropriate for*

*conversion based on the Required Initial Assessments:.*

*NONE*

- e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments: completed.*

<b>C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937</b>
---

### **11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

*The Housing Authority will continue to utilize available educational and economic self-sufficiency programs for the tenants benefit to the extent possible. The Authority will also pursue various possibilities for including private resources, including banks and other lending institutions in developing strategies for home-ownership opportunities for interested tenants. Also, other public resources will be pursued in an effort to assist those tenants that achieve economic self-sufficiency in realizing home ownership.*

#### **A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset

Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	
<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)	
3. Application status: (select one)	
<input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application	
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)	
5. Number of units affected:	
6. Coverage of action: (select one)	
<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development	

## B. Section 8 Tenant Based Assistance

1. ☒ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

### 2. Program Description:

#### a. Size of Program

- ☒ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☒ 25 or fewer participants

- ☐ 26 - 50 participants  
☐ 51 to 100 participants  
☐ more than 100 participants

b. PHA-established eligibility criteria

☒ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

1. *The family must be eligible for the Housing Choice Voucher Program.*
2. *The family must qualify as a first-time homeowner, or may be a co-operative member.*
3. *The family must meet the Federal minimum income requirement.*
4. *The family must meet the Federal minimum employment requirement.*
5. *Any family member who has previously defaulted on a mortgage obtained through the homeownership option is barred from receiving future homeownership assistance.*
6. *The family has had no family-caused violations of HUD's Housing Quality standards within the last year.*
7. *The family is not within the initial 1-year period of HAP Contract.*
8. *The family does not owe money to any other Public Housing Authority.*

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (1)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

### **A. PHA Coordination with the Welfare (TANF) Agency**

*(Explanation: The 1997 Personal Responsibility and Work Opportunity Reconciliation Act replaced Aid to Families with Dependent Children with new Temporary Assistance for Needy Families (TANF). TANT financial assistance is provided by the PA Dept. of Public Welfare).*

1. Cooperative agreements:

☐ Yes ☒ No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

*The Housing Authority has an on going effective informal Relationship with the TANF Agency (PA Dept. of Public Welfare). The Housing Authority has established a good working Relationship with the TANF Agency and regularly receives and*

*Provides information concerning residents which both agencies have Dealings with.*

If yes, what was the date that agreement was signed?

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☒ Client referrals
- ☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families  
*The Housing Authority has and will continue to serve as an intake and referral Agency for all of the social services provided by the TANF Agency.*
- ☐ Jointly administer programs
- ☐ Partner to administer a HUD Welfare-to-Work voucher program
- ☐ Joint administration of other demonstration program
- ☐ Other (describe)

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☐ Public housing rent determination policies
- ☒ Public housing admissions policies
- ☒ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip

to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Jefferson County Housing Authority's Step-Up Program</i>	<i>4</i>	<i>Application</i>	<i>Authority's Main office</i>	<i>Both</i>
<i>Jefferson County New Choices</i>	<i>Varies</i>	<i>Self directed</i>	<i>New Choices Office</i>	<i>All residents</i>
<i>North Central PA Workforce Investment Board</i>	<i>Varies</i>			
<i>Team PA – Employment Office</i>	<i>Varies</i>	<i>Self directed</i>	<i>Local Office</i>	<i>All residents</i>
<i>Community Action Inc.</i>	<i>Varies</i>	<i>Self directed</i>	<i>Comm. Action Office</i>	<i>Both</i>
<i>Area Transportation Authority</i>	<i>Varies</i>	<i>Self directed</i>	<i>ATA Office</i>	<i>Both</i>
<i>Green Thumb Inc.</i>	<i>Varies</i>	<i>Age &amp; Income</i>	<i>Green Thumb Office</i>	<i>Both</i>

## **2) Family Self Sufficiency program/s**

### **a. Participation Description**

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

- b. ☐ Yes ☒ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?

If no, list steps the PHA will take below:



*The Housing Authority does not have an FSS program. The proper waiver request has been submitted to HUD.*

### **C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- ☒ Informing residents of new policy on admission and reexamination
- ☒ Actively notifying residents of new policy at times in addition to admission and reexamination.
- ☐ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ☒ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

<b>D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937</b>
--

### **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

#### **A. Need for measures to ensure the safety of public housing residents**

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☐ Residents fearful for their safety and/or the safety of their children
- ☒ Observed lower-level crime, vandalism and/or graffiti
- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☒ Safety and security survey of residents
- ☒ Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☒ Resident reports
- ☒ PHA employee reports
- ☒ Police reports
- ☐ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☒ Other (describe below)  
*REAC Customers Satisfaction Survey*

3. Which developments are most affected? (list below)

*PA 61-4, BREEZEWAY TERRACE, REYNOLDSVILLE, PA.*

*PA 61-5, CASCADE VILLAGE, SYKESVILLE, PA.*

**B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☐ Contracting with outside and/or resident organizations for the provision of crime-and/or drug-prevention activities
- ☒ Crime Prevention Through Environmental Design  
*Increase illumination and reduce trees and shrubbery in areas where Unsafe conditions exists.*
- ☐ Activities targeted to at-risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☒ Other (describe below)  
*Attend training and/or informational meetings. Meet with local police from Our three communities. Continue implementation of “One Strike and your Out Policy” Strict enforcement of “No Trespass Notice” ( on all Authority Property)*

2. Which developments are most affected? (list below)

*All crime prevention and/or environmental design activities will apply to all of our developments.*

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☐ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
  - ☒ Police provide crime data to housing authority staff for analysis and action
  - ☐ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
  - ☐ Police regularly testify in and otherwise support eviction cases
  - ☒ Police regularly meet with the PHA management and residents  
*Meetings with management staff are informal and incident related.*  
*Meetings between police and residents are by request.*
  - ☐ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
  - ☐ Other activities (list below)
1. Which developments are most affected? (list below)

*All crime prevention measures and activities will be applied to all family and elderly sites.*

#### **D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☐ Yes ☒ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☐ Yes ☒ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- ☐ Yes ☒ No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

### **14. PET POLICY**

[24 CFR Part 903.7 9 (n)]

( see Attachment B)

### **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

### **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)

2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☐ Yes ☒ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
  - ☒ Not applicable
  - ☐ Private management
  - ☐ Development-based accounting
  - ☐ Comprehensive stock assessment
  - ☐ Other: (list below)
3. ☐ Yes ☒ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
  - ☒ Attached at Attachment I
  - ☐ Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

- ☒ Considered comments, but determined that no changes to the PHA Plan were necessary.
- ☐ The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- ☐ Other: (list below)

## **B. Description of Election process for Residents on the PHA Board**

1. ☒ Yes ☐ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)  
*The Housing Authority notified all public housing and Section 8 residents, by letter, and advertisement in local newspaper, of the QWHRA Act requirement and asked for their participation in becoming a member of the Board of Directors or serving on the Resident Advisory Council ( see Attachment "E")*
2. ☐ Yes ☐ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

### **3. Description of Resident Election Process**

a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☐ Other: (describe)

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)

- ☐ Representatives of all PHA resident and assisted family organizations  
☐ Other (list)

### **C. Statement of Consistency with the Consolidated Plan**

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: *COMMONWEALTH OF PENNSYLVANIA*
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
  - ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
  - ☐ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
  - ☐ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
  - ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
    - A. *For the past several years the Housing Authority has been working with Team Pennsylvania Career Link, and the North Central PA Work Force Investment Board for education and assistance to tenants who are interested in pursuing employment or homeownership opportunities. In addition the Housing Authority has a continuing relationship with Community Action Inc. a non profit organization that provides training on basic rental and ownership responsibilities such as parenting, budgeting, housekeeping, and other upward mobility skills. The Authority will continue working with these and other organizations in 2003 in an effort to increase homeownership possibilities.*
    - B. *The collaborative efforts of the Housing Authority in its continued relationship with the Brockway Council for Human Dignity to manage Toby Terrace , a 40 unit elderly complex.*
    - C. *The Board of Directors of the Jefferson County Housing Authority in their efforts to expand housing opportunities has created a non-profit housing corporation, Jefferson County Nonprofit Housing Corporation. The nonprofit has purchased a 16 family unit development in Brookville, Pa. Funding is coming from Rural Development. The nonprofit has also purchased property in Brockway, Pa. Which consist of a 40 bed personal*

*care facility, 15 independent living apartments and commercial rental spaces, providing elderly core services to the residents.*

*D The Housing Authority has entered into a management agreement with the Nonprofit to manage all of their properties.*

*E. Homeownership - by establishing a pilot Section 8 Homeownership Program To eligible and interested Section 8 Tenants, the most needy will have an opportunity to explore homeownership.*

☐ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

*The Commonwealth's Consolidated Plan provides policy direction in the following areas. Consistency has been established by adherence to these specified activities.*

- 1. Rehabilitation of the existing public housing stock in a manner that is sensitive to the needs for accessibility to and visitability by persons with disabilities.*
- 2. Conversion of underutilized and less marketable public housing units into unit configurations that are more marketable.*
- 3. Homeownership incentives for public housing residents.*
- 4. Resident initiatives, especially those aimed at promoting the economic self sufficiency of public housing residents.*
- 5 Request for additional Section 8 Housing Choice Vouchers from HUD*

*The Consolidated Plan is silent on any specific support or commitments to the Jefferson County Housing Authority.*

#### **D. Other Information Required by HUD**

Use this section to provide any additional information requested by HUD.

## **ATTACHMENT     A**

### **ADMISSION POLICY FOR DECONCENTRATION**

#### **JEFFERSON COUNTY HOUSING AUTHORITY**

#### **ECONOMIC DECONCENTRATION PROGRAM AND POLICY**

The Quality Housing and Work Responsibility Act (QHWRA) became law in October 1998. Many of the provisions of this Act are revisions to the United States Housing Act of 1937 (USHA) which has guided public housing policy for over 60 years.

One of the purposes of the QHWRA is to facilitate the balance of mixed income families in assisted communities in order to decrease the concentration of poverty in public housing. Section 513 of the QHWRA establishes, among other things, “annual requirements for admitting families with incomes below 30% of area median income, and related income targeting requirements.”

In as much as the concentration of low income families is now prohibited in public housing, Housing Authorities must develop an Admission Policy designed to provide for deconcentration of poverty and income mixing by bringing higher income tenants into lower income public housing developments and bringing lower income tenants into higher income public housing developments.

To further this objective the following rule has been established taking into account the final rule published on this subject and dated December 22, 2000:

With respect to income targeting, the general rule is that in each fiscal year, at least 40% of families admitted to public housing by a PHA must have incomes that do not exceed 30% of area median. The “fungibility” provisions allow a PHA to admit less than 40%



of families with incomes below 30% of median (very poor families) in a fiscal year, to the extent the PHA has provided more than 75% of newly available (Section 8) vouchers and certificates (including those resulting from turnover) to very poor families.

PHAs are permitted to consider a number of approaches in designing an Admission Policy to achieve the goals of deconcentration and income mixing, included are the use of skipping over certain families on the waiting lists based on incomes: the establishment of certain preferences such as worker preferences; appropriate affirmative marketing efforts; additional applicant consultation and information; provision of additional supportive services and amenities; and rent incentives authorized by the QHWRA. Site based waiting lists may also be used as an integral part of the Admissions Policy to promote deconcentration.

To implement these requirements Housing Authority must:

Determine and compare the average tenant family incomes of each family development, and

Consider what Admission Policy measures or incentives, if any, will be needed to bring higher income families into lower income developments and lower income families into higher income developments. PHA policies must devote appropriate attention to both of these goals. PHA policies must affirmatively further fair housing.

The Jefferson County Housing Authority operates under an Admission and Occupancy Policy approved by the Authority Board of Directors on August 10, 1999. This Policy is hereby revised to provide for economic deconcentration and income mixing. Admission to public housing will include at least 40% of eligible applicants having incomes which does not exceed 30% of median income of the area. (Subject to “fungibility” provisions cited above).

The Housing Authority will strive for economic deconcentration and income mixing in all of its developments by doing the following:

The Housing Authority will skip over a lower income applicant on the waiting list to a higher income applicant if the higher income applicant is needed to deconcentrate a lower income development. The reverse will also apply; the Housing Authority will skip over a higher income applicant if a lower income applicant is needed to deconcentrate a higher income development.

As part of the Public Housing Agency Plan, the Authority will research the possibility and if appropriate consider providing rent incentives to applicants agreeing to move into targeted deconcentration developments.

The Housing Authority will continue to allow those on the waiting list to request to be included on any/or all 3 sub-jurisdictional waiting lists.

The Housing Authority will employ positive and affirmative advertising methods in local newspaper and radio stations.

Applicants who are interested will be supplied with appropriate information regarding income and developments that may be available because of deconcentration efforts.

The rule to deconcentrate poverty in public housing was finalized on December 22, 2000. This rule requires Housing Authorities to:

Survey all families residing in all covered developments (this generally means family developments as opposed to projects for the elderly/disabled) to determine the average income of their tenants.

Determine the average income of all families residing in each covered development.

Finally, determine the established income range which is defined as those covered developments where the average income is between 85% and 115% (inclusive of those percentages) of the PHA wide averages for all covered developments.

The Jefferson County Housing Authority has performed the above calculations and determined that the Housing Authority wide adjusted average income is \$ 7881. The established income range was determined to be between \$ 6699 to \$ 9063. In comparing the average incomes of each individual family development against the established income range the following developments have been identified for deconcentration targeting:

**TARGET FOR LOWER INCOME RESIDENTS:**

PA 61-2, BEYER AVENUE, PUNXSUTAWNEY

**TARGET FOR HIGHER INCOME RESIDENTS:**

PA 61-4, BREEZEWAY TERRACE, REYNOLDSVILLE

PA 61-15, CARES TERRACE, REYNOLDSVILLE

The proceeding was adopted as the Deconcentration Policy of the Jefferson County Housing Authority.

## **ATTACHMENT B**

### **PET POLICY STATEMENT**

The Jefferson County Housing Authority has implemented a Pet Policy as required by 24 CFR Part 960.

The Pet Policy appears as Chapter 10 of the Jefferson County Housing Authority's Admission and Occupancy Policy and conforms to Section 526 of the QHWRA.

The Policy allows resident to own and keep pets under reasonable requirements. The requirements that have been imposed on residents keeping pets are: the payment of a refundable pet deposit; limitation of the number and size of animals that can be kept in a unit; the prohibition of certain animals the Authority believes are dangerous or are not common household pets; the registration and photographing of any pet kept in public housing; and the requirement that all animals have the appropriate State license.

The Housing Authority Pet Policy also requires pet owners to secure liability insurance to cover both property and personal injury as well as providing the name and telephone number of a person to be notified to take possession of the pet in the event the tenant's illness, vacation or death.

Also included in the policy are provisions dealing with sick animals as well as the circumstances under which an animal will be removed from Housing Authority property.

## **ATTACHMENT C**

### **HOUSING AUTHORITY 5-YEAR PROGRESS REPORT**

In our previous Agency Plan, the Jefferson County Housing Authority listed HUD Strategic Goals as well as Authority Goals. During this year we have made progress toward accomplishing these goals.

Expand the supply of existing housing - The Housing Authority entered into a Management Agreement to manage a sixteen family unit development in Brookville, Pa. The Housing Authority also has a management agreement with the Jefferson County Nonprofit Housing Corporation to manage a 40 bed personal care facility and 15 independent living apartments and commercial rental space that provide core elderly services to residents in Brockway, Pa.

Improve the quality of assisted housing - Selected staff members have attended various financial training sessions and unit inspection training sessions in order to improve specific management functions.

Increase assisted housing choices - The Housing Authority currently maintains sub-jurisdictional waiting lists. Voucher mobility counseling is provided during all briefings and is part of our on-going program.

Provide an improved living environment - Deconcentration policy was adopted by the Board of Directors and was immediately implemented.

Ensure equal opportunity and affirmatively further Fair Housing - The Housing Authority continues to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability. Modifications are made to units as needed to satisfy any special accommodation request.

## ATTACHMENT C (CONT.)

Ensure compliance with applicable regulations, including compliance with generally accepted accounting practices - The Housing Authority has converted their books of accounts to a GAAP format as required. Our most recent fiscal audit contained no findings.

## **ATTACHMENT D**

### **RESIDENT MEMBER OF THE HOUSING AUTHORITY BOARD**

The Housing Authority notified all public housing and Section 8 residents, by letter and also placing an ad in the local newspaper, of the QWHRA Act requirement and asked for their interest and participation in becoming a member of the Housing Authority Board of Directors or serving on the Resident Advisory Council.

During all community meetings and articles in the newsletter, residents are reminded that should they be interested in serving on the Boards, all they need to do is express their interest by completing an application of interest.

To date no resident has expressed an interest to serve on the Board.

Alan G. Town's term on the board will expire on December 31, 2002.

William French's term will expire on December 31, 2003.

The reappointment or new term of a board member will be done by the Chairman of the Jefferson County Commissioner, David Black.

**ATTACHMENT E**

**MEMBERSHIP OF THE RESIDENT ADVISORY BOARD**

**NAME & PHONE #**

**ADDRESS**

**Nancy Chelgran  
Susan Fusco  
Kathy Reddinger  
Marie Gatesman  
814-938-3302**

**Community Action Agency  
105 Grace Way  
Punxsutawney, Pa. 15767**

**Steve Burfield  
814-849-3660**

**Jefferson-Clarion Head Start  
240 Allegheny Blvd. Suite E  
Brookville, Pa. 15825**

**Irene Duda (PH)  
814-894-7837**

**231 West Liberty Street  
Sykesville, Pa. 15865**

**Madeline Sawyer (PH)  
814-938-9737**

**201 North Jefferson Street  
Apt. # 610  
Punxsutawney, Pa. 15767**

**Linda Reed (S8)  
814-427-2824**

**Post Office Box 43  
Stump Creek, Pa 15863**

**George Roy (PH)  
814-938-0469**

**201 N. Jefferson St.  
Apt. # 310  
Punxsutawney, Pa. 15767**



**ATTACHMENT E (cont.)**

<b>Grace N. Rodgers (PH)</b> <b>814-938-</b>	<b>408 Beyer Ave.</b> <b>Apt. # 25</b> <b>Punxsutawney, Pa. 15767</b>
<b>Helen Simpson (PH)</b> <b>814-894-5770</b>	<b>235 W. Main Street</b> <b>Sykesville, Pa 15865</b>
<b>Mary L. Clark (PH)</b> <b>814-653-9468</b>	<b>733R Grant Street</b> <b>Reynoldsville, Pa. 15851</b>
<b>Esther Kensinger (PH)</b> <b>814-653-2275</b>	<b>723 Grant Street</b> <b>Reynoldsville, Pa. 15851</b>
<b>Officer Matthew Siple</b> <b>814-653-2510</b>	<b>21 E. Main Street</b> <b>Sykesville, Pa. 15865</b>
<b>Officer Joshua Johnston</b> <b>814-653-2510</b>	<b>402 Patterson Street</b> <b>Dubois, Pa. 15801</b>

## **ATTACHMENT F**

### **VOLUNTARY CONVERSION ADDITIONAL QUESTIONS & CERTIFICATIONS**

#### **VOLUNTARY CONVERSION OF PUBLIC HOUSING**

##### **INITIAL ASSESSMENT**

**PA 61-2, BEYER AVENUE TERRACE, PUNXSUTAWNEY, PA.**

##### **CERTIFICATION**

**The Jefferson County Housing Authority has undertaken an initial assessment as required by the Quality Housing and Work Responsibility Act of 1998 to determine the cost effectiveness, overall benefit and impact of converting PA 61-2, Beyer Avenue Terrace, family development from public housing to tenant based assistance. Following this analysis and considering all implications associated with converting these units it is the opinion of the Jefferson County Housing Authority that the conversion from public housing to tenant based assistance would be inappropriate at this time.**

**Sandra L. Stroka, Executive Director      Date: September 28, 2001**

**PA 61-4, BREEZEWAY TERRACE, REYNOLDSVILLE, PA.**

**CERTIFICATION**

**The Jefferson County Housing Authority has undertaken an initial assessment as required by the Quality Housing and Work Responsibility Act of 1998 to determine the cost effectiveness, overall benefit and impact of converting PA 61-4, Breezeway Terrace family development from public housing to tenant based assistance., Following this analysis and considering all implications associated with converting these units it is the opinion of the Jefferson County Housing Authority that the conversion from public housing to tenant based assistance would be inappropriate at this time.**

**Sandra L. Stroka, Executive Director    Date: September 28, 2001**

**PA 61-7, FORESTVIEW TERRACE, REYNOLDSVILLE, PA.**

**CERTIFICATION**

**The Jefferson County Housing Authority has undertaken an initial assessment as required by the Quality Housing and Work Responsibility Act of 1998 to determine the cost effectiveness, overall benefit and impact of converting PA 61-7, Forestview Terrace family development from public housing to tenant based assistance. Following this analysis and considering all implications associated with converting these units it is the opinion of the Jefferson County Housing Authority that the conversion from public housing to tenant based assistance would be inappropriate at this time.**

**Sandra L. Stroka, Executive Director    Date: September 28, 2001**

**PA 61-15, CARES TERRACE, REYNOLDSVILLE, PA.**

**CERTIFICATION**

**The Jefferson County Housing Authority has undertaken an initial assessment as required by the Quality Housing and Work Responsibility Act of 1998 to determine the cost effectiveness, overall benefit and impact of converting PA 61-15, Cares Terrace family development from public housing to tenant based assistance. Following this analysis and considering all implications associated with converting these units it is the opinion of the Jefferson County Housing Authority that the conversion from public housing to tenant based assistance would be inappropriate at this time.**

**Sandra L. Stroka, Executive Director    Date:    September 28, 2001**

## **ATTACHMENT G**

### **SUBSTANTIAL DEVIATION AND SIGNIFICANT AMENDMENT OR MODIFICATION DEFINITION**

In the event that it becomes necessary for the Jefferson County Housing Authority to amend or modify its Agency Plan, the following definition will apply:

The Jefferson County Housing Authority has established the following definition for “Substantial Deviation and Significant Amendment or Modification “. Changes other than those specified below will be undertaken by the Housing Authority staff at the direction of the Board of Director and/or Executive Director.

1. Changes to rent or organization of the waiting list.
2. Any Change in the Capital Fund Program Annual Statement, that is not in accordance with HUD’s fungibility regulations.
3. Change in use of replacement reserve funds under the Capital Fund in an amount more than 25%.
4. Any change with regard to demolition, disposition, designation, homeownership programs or conversion activities.

**Note:** Any changes permitted under specific program Instructions will not be considered substantial Deviations or significant amendments.

## **ATTACHMENT H**

### **IMPLEMENTATION OF PUBLIC HOUSING RESIDENT COMMUNITY SERVICE**

It is the Policy of the Jefferson County Housing Authority that all residents not identified as being exempt are required as a condition of their continued occupancy in public housing managed by the Authority, to perform 8 hours of community service and/or participate in 8 hours of self-sufficiency program per month.

Definition of community service is the performance of voluntary work or duties that are a public benefit, and that service to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities.

Ninety days before a resident's recertification process the resident will receive a written description of the community service requirement and the process for claiming exempt status, and for Housing authority verification of such status.

The Housing Authority will notify each family of their determination regarding family members who are subject to the Community service requirements and who are exempt.

The Housing Authority will provide a list of agencies who will assist them in complying with this requirement.

## ATTACHMENT H (CONT.)

Residents will be given a time sheet for their documentation of compliance and must provide signature by such agency that the family member has performed such stated activities.

This documentation will be reviewed 30 days before the end of the 12 month lease term.

If a family member is determined to be in non-compliance, they will be notified that the Housing Authority will not renew the lease or they may enter into a written agreement to cure such non-compliance, or they may request a grievance hearing.

In December 2001, the Housing Authority was advised that according to the HUD 2002 appropriation Act, Section 432 “none of the funds made available by this Act may be used to implement or enforce the requirement Relating to community service.” (except those living in HOPE VI developments)

As a result of the defunding of the Housing Authority’s Community Service Program, the Authority has suspended this requirement.

The suspension of the community service requirement will continue until further notice from the Department of Housing and Urban Development.

# **ATTACHMENT I**

## **COMMENTS OF THE RESIDENT ADVISORY BOARD**

### **JEFFERSON COUNTY HOUSING AUTHORITY**

#### **ADVISORY COMMITTEE MEETING**

**TIME & DATE:** 10:00 a.m. - October 25, 2002

**LOCATION;** Board Room  
Jefferson Street Hi-Rise  
201 North Jefferson Street  
Punxsutawney, Pa. 15767

#### **Members Present:**

Debbie Gaffney	Community Action Inc.
George Roy	Public Housing Participant
Madeline Sawyer	Public Housing Participant
Mary Clark	Public Housing Participant
Helen Simpson	Public Housing Participant
Grace Rodgers	Public Housing Participant
Sandra Stroka	JCHA
Mary Lou Burkett	JCHA



Members Not Present:

Steve Berfield	Community Action Inc.
Irene Duda	Public Housing Participant
Esther Kensinger	Public Housing Participant
Linda Reed	Section 8 Participant
Matthew Suiple	Law Enforcement
Joshua Johnston	Law Enforcement

Sandra Stroka welcomed everyone in attendance and requested that each member present make introductions and state their Agency name.

Sandra Stroka explained the purpose of once again getting together is to seek comments, suggestions, or concerns relating to the Annual and 5 year plan. She reviewed work items that were previously approved through the Capital Fund Program some of which are currently in progress.

Suggestions received from residents included the Jefferson Street Hi-Rise plumbing becoming an issue and the cabinets are corroding and fragile.

Mrs. Stroka went on to explain the Resident Survey disclosing the nationwide average scores in comparison to the Authority's scores in each area. She noted the Authority scored lowest in Safety, but is not able to determine what the problem is therefore corrective action is difficult to initiate.

Attendee comments to this issue were:

"I think the survey is dumb"

"I feel safe in this area"

"In one particular question the word "crime" does not relate to our situation"

Other comments made were regarding current management/maintenance items such as service requests, garbage and broken furniture, window coverings, noise, resident attitudes, and energy conservation.

Mrs. Stroka advised the residents that measures are being implemented to strengthen Management and Maintenance Procedures.

The attendee residents expressed an interest in representing their developments, and will speak to fellow residents for future suggestions and comments to be expressed.

There being no further comments or suggestions, Mrs. Stroka thanked everyone for attending the meeting, Meeting was adjourned.

ATTACHMENT I (CONT.)

PUBLIC HEARING

HOUSING AUTHORITY'S 2003 ANNUAL PLAN AND 5 YEAR PLAN

Date and Time: December 3, 2002 @ 1:30 P.M.

Place: Board Room  
Jefferson Street Hi-Rise  
201 North Jefferson Street  
Punxsutawney, Pa. 15767

Present: Sandra L. Stroka, Executive Director  
Jefferson County Housing Authority

Meeting was opened at 1:30 P.M. and adjourned at 2:00 P.M. with no one in attendance.

No correspondence and or comments was previously received in regards to the Housing Authority's Annual 2003 Plan and 5 year Plan.

## **ATTACHMENT J**

### **REAC CUSTOMER SERVICE AND SATISFACTION SURVEY - FOLLOW UP PLAN**

The results of the REAC Customer Service and Satisfaction Survey indicated that deficiencies existed in one (1) areas: Safety (70.6%)

In order to appropriately address this issue, the Housing Authority will conduct a survey addressing this deficiencies to determine the course of action the Housing Authority need to take. Only by having direct feedback from residents can a safety plan dealing with specific issues be developed.

We will continue to have our quarterly resident meetings to keep them informed of our activities and to listen to their concerns and suggestions. We have started a quarterly newsletter to be delivered to all residents.

Our maintenance department will continue their weekly visual inspections of all developments and lighting inspection during the evening when called out. Also our maintenance department is being revamp and policies and procedures reviewed.

We have scheduled to do landscaping at several developments through our Capital Fund Program and eliminate areas where shrubbery and trees create unsafe conditions. We hope this will improve our neighborhood Appearance.

## ATTACHMENT K

### SECTION 8 HOMEOWNERSHIP CAPACITY STATEMENT

The Housing Authority has initiated the Section 8 Homeownership Program through the preparation of a program outline. This outline includes discussions on: participation qualifications, time frame for utilization, portability, permitted ownership arrangements, contract for sale and inspection, financing, length and continuation of assistance, family obligations, assistance payments, lease to purchase and defaults. The program outline supports the Authority's capacity to successfully operate a Section 8 homeownership program.

Although this statement meets the requirements of 24 CFR part 982.6325 (D) (3), and therefore meets the Homeownership Capacity Statement Requirement, the following statements are added for clarity:

The Section 8 Homeownership Program Outline requires the financing for purchase of a home under its Section 8 homeownership program will: be provided, insured or guaranteed by the state or Federal governments; comply with secondary mortgage underwriting requirements; or comply with generally accepted private sector underwriting standards.

# ATTACHMENT L

## PUBLIC HOUSING DWELLING LEASE (REVISED )

### A. PRINCIPAL TERMS

1. The JEFFERSON COUNTY HOUSING AUTHORITY ( Authority ) leases to \_\_\_\_\_  
(tenant) a dwelling unit located at \_\_\_\_\_  
according to the terms of this agreement.

The monthly rent to be paid by the tenant without demand by Management shall be \$ \_\_\_\_\_  
and shall be due and payable in advance on the first day of each month beginning \_\_\_\_\_.  
The lease term shall be one year and shall renew automatically for another year, unless terminated  
as provided by this lease.

The monthly rent shall remain in effect unless the tenant's income and/or family composition changes  
and the rent is recalculated in accordance with the required re-determination. Rent shall be paid  
at the Management Office located at 201 North Jefferson Street, Punxsutawney, Pa 15767.

The apartment leased is for the exclusive use and occupancy of the tenant and the tenant's household  
consisting of the following named person who will live in the dwelling unit:

NAME	RELATIONSHIP	SS#	BIRTHDATE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Any additions to the household members listed above requires the advance written approval of  
the Authority. This includes live-in aides and foster children or adults but excludes natural births.  
The Authority shall approve the additions if they pass the screening process and an appropriate size  
unit is available. Removal from the household shall be reported, in writing, to the Authority within  
ten (10) days. The tenant agrees to abide by Management's determination of eligibility/ineligibility.  
Failure on the part of the tenant to comply with this provision will result in the Housing Authority  
terminating the lease.

"Removal Request Forms" are available at the Management Office. If the removal is either tenant or co-tenant, both parties should sign the "Removal Request Form", if possible.

## **B. TENANT AGREES**

- 1. RENT - To pay rent in advance on the first day of each month without demand.**

\_\_\_\_\_ This rent is based on the Authority determined flat rent for this unit.

\_\_\_\_\_ This rent is based on the Authority determined flat rent for this unit. This rent is based on the income

Families may change rent calculation methods at recertification time.

Families who have chosen the flat rent option may request a rent adjustment change to the formula based method at any time if the family's income has decreased, their on-going expenses for such purposes as child care and medical care have changed or any other circumstances that create a hardship for the family that would be alleviated by a change.

Rent payment may be made by personal check. However, if a check is returned due to insufficient funds, the tenants' account will be charge \$5.00.

Should two (2) personal checks be returned due to insufficient funds, the tenant's rent payment can only be paid in cash or money order.

Account Balance - Payment or receipt of a rental payment of less than the amount stated in the lease shall be deemed to be nothing more than a partial payment of the months account. Under NO circumstances shall the Housing Authority's acceptance of a partial payment constitute accord and satisfaction. Nor will the Housing Authority's acceptance of a partial payment forfeit the Housing Authority's right to collect the balance due on the account, despite endorsement, stipulation or other statement on any check.

If a family is paying the minimum rent and circumstances change creating an inability to pay the rent the family may request temporary suspension of the minimum rent because of a recognized hardship.

In the event legal proceedings are required to recover possession of the premises, the tenant will be charged with the actual cost of such proceedings.

- 2. SECURITY DEPOSIT - Tenant agrees to pay a security deposit in the amount of \$50.00 or one month's rent, whichever is less.**

This deposit is used by the Authority at the time of termination of the lease, toward reimbursement of the cost of repairing any intentional or negligent damages to the dwelling unit caused by the tenant, his/her family, dependent or guest, for items requiring maintenance which does not constitute normal wear and tear. Security deposit may also be used to reimburse costs incurred by the unauthorized removal of Housing Authority property by the tenant, tenant family members, dependents or guests and any rent or utilities owed by the tenant.

Deposit to the tenant within thirty (30) days after he/she vacates, less any deduction for any cost that are indicated.

If such deductions are made, the Authority will give the tenant an itemized statement including charges for cleaning of the dwelling unit. Security deposit may not be used to pay rent or other charges

while the tenant occupies the dwelling unit.

Security Deposit will not be returned if tenant fails to return all appropriate keys to the Management Office

3. **VACATE NOTICE** - To properly terminate the lease, the tenant must give a fifteen (15) day written notice prior to vacating the apartment. If the tenant does not give the full notice, the tenant shall be liable for rent to the end of the notice period or to the date the dwelling unit is re-rented. Whichever date comes first. Tenant will be charged rent up to and including the day the keys are returned to the Management Office.
4. **OCCUPANCY OF THE UNIT** - The tenant shall not assign this lease, sublet the premises, give accommodations to any roomers or lodgers and/or permit the use of the premises for any purpose other than as a private dwelling, solely for the tenant and family members appearing on the lease.

This does not exclude visitors of the tenant from occupying the premises for a reasonable length of time except that visits beyond two weeks shall require written approval by Management. Visitors status will be assumed if the person claiming said status maintains a separate physical address.

For the tenants requiring the services of a live-in aide, the resident must file an addition to household request form with the Authority and will be subjected to the screening process in accordance with the Authority's Admission and Occupancy Policy and be determined to be eligible before moving into the residence.

5. **RE-EXAMINATION** - Once a year, when requested by Management, tenants shall be responsible to furnish written verification of all household income, family composition, expenses and assets to the Authority and to permit the Authority to verify all sources of income and other information pertaining to income employment, family composition, assets, by whatever methods are available to the Authority. The tenant will be required to sign an authorization form to be sent to the income and/or expense source.

At the time of the annual review, Management shall advise the tenant of any income that will be excluded from consideration. Increased earnings due to employment shall be excluded during the twelve month period following hire for families whose income has increased due to employment of a family member who was previously unemployed for one or more years or because of participation in a self-sufficiency program or was assisted by a State TANF program within the last six months.

At the time of the review appointment the tenant may elect to change his/her rent choice option.

In cases where annual income cannot be projected for a twelve month period or the tenant is reporting no income, Management will schedule a rent review every ninety (90) days

6. **CHANGES IN FAMILY COMPOSITION OR INCOME** - All changes in family composition, employment, assets or income sources must be reported to the Authority within ten (10) days of such a change. Income must be reported for anyone residing in the unit who is eighteen (18) years of age or older.
7. **RENT ADJUSTMENT** - Tenant is responsible for reporting in writing, all changes in household income amounts, sources and family composition to the Management Office within ten (10) days of the occurrence. Tenant is also responsible for providing all written documentation verifying



the new information prior to the 25th day of the month in order to have a rent adjustment completed  
If reported according to procedure:

Notwithstanding the provisions listed above, a tenant's rent shall not be reduced if the decrease in the family's annual income is caused by a reduction in the welfare, public assistance, SSI and/or SS received by the family that is a result of the tenant's failure to comply with the conditions of the assistance program requiring participation in an economic self-sufficiency program or other work activities. In addition, if the decrease in the family's annual income is caused by a reduction in welfare or public assistance benefits received by the family that is the result of an act of fraud, such decrease in income shall not result in a rent reduction. In such cases, the amount of income to be attributed to the family shall include what the family would have received had they complied with the welfare requirements or had not committed an act of fraud.

For purpose of rent adjustments, the reduction of welfare or public assistance benefits to a family that occurs as a result of the expiration of a time limit for the receipt of assistance will not be considered a failure to comply with program requirements. Accordingly, a tenant's rent will be reduced as a result of such a decrease.

#### **8. EFFECTIVE DATE OF RENT CHANGE**

- A. Rent decreases will become effective the first day of the month following the properly reported change ( prior to the 25th day of the month )**
- B. Rent increase due to change in family income will become effective the first day of the second month following the change.**
- C. Rent increase due to change in the family composition will be the first day of the month following the reported change.**
- D. Management will provide the tenant a thirty (30) day notice of increased rent; however, the tenant's failure to furnish documentation in a timely manner could result in a notice of less than (30) days.**
- E. In case of a rent increase due to misrepresentation, failure to report a change in family composition, or failure to report an increase in income, the management will apply the increase in rent retroactive to the first of the month in which the misrepresentation occurred.**
- F. Once the rental rate is established, it will remain in effect until the effective date of the next annual review. If an interim rent adjustment is warranted the tenant may elect to change from the flat rent calculation.**

#### **9. TRANSFERS - If Management determines the size of the dwelling unit is no longer appropriate for the tenant's needs, the Housing Authority may terminate this lease if another dwelling unit of the appropriate size has been offered to the tenant and the tenant refuses to move within a ten (10) day period with advance notification of the pending move. Any moving expense will be assumed by the tenant. The dwelling unit being vacated will be inspected and cost for restoring or repairing damages, above and beyond normal wear and tear will be billed to the tenant and be due and payable upon transfer.**

10. **COMPLIANCE WITH HOUSING CODES** - Tenant agrees to comply with all obligation imposed or provisions of building and housing codes materially affecting health and safety and to hold the Authority harmless from all fines, penalties and costs for violations or non-compliance by tenant with any said codes and from all liability arising out of any such violations or non-compliance.
11. **HEALTH, SAFETY AND MAINTENANCE RULES** - Tenant agrees to use the premises solely as a private dwelling for tenant and tenant's household or family and to abide by the following health, safety, conservations and maintenance rules.
  - A. To keep the premises and such other areas as may be assigned to tenant for his/her use in a clean and safe condition.
  - B. Tenant agrees to keep the sidewalks in front and rear of his/her unit free from snow and ice. Lawns and grounds in front and rear of his/her unit are to be kept clean and neat. Garbage is to be contained in sealed plastic bags or cans and placed in proper garbage receptacles. Garbage areas are to be kept clean. In the event of the failure of the tenant to maintain these areas, management, at its option, may do so and charge the actual cost thereof to the tenant. Such cost shall be charged to tenant's account.
  - C. To refrain from and to cause tenant's household and guests to refrain from destroying, defacing, damaging or removing any part of the premises or development.
  - D. To pay reasonable charges (other than for normal wear and tear) as they occur for the repair of damages to the premises, development buildings, facilities or common areas caused by the tenant, tenant's household members or guests, in accordance with a schedule of charges posted in the Management Office. Damages caused to the dwelling unit by individuals unknown to the tenant will be charged to the tenant and tenant will be expected to report any such vandalism to the police department for investigation and to seek payment from the person causing the damage.
  - E. To conduct himself/herself and other persons, who are in/or on the premises with the tenant's consent to conduct themselves in a manner which will not disturb neighbors peaceful enjoyment of their home and will assist in maintaining the development in a decent, safe and sanitary condition.
  - F. Children must not be permitted to cause annoyance or disturbance to other tenants or to deface (or otherwise) damage property. Parents will be held responsible for the conduct of their children and all damages caused by them will be charged to the parents.
  - G. To refrain from illegal or other activity which impairs the physical or social environment of the development.
  - H. Tenant will not store broken appliances, furniture, old tires, etc. in or outside the dwelling unit. These items will be hauled away and the tenant will be charged a fee.
  - I. All personal property left on Authority property for more than five (5) days by a tenant after vacating their residence will be considered abandoned and will be disposed of by the Authority. Cost of disposal will be included as a part of tenant's move out charges.

- J. All repairs or replacements needed must be reported to the Management Office as soon as the damage occurs.
- K. Waterbeds are NOT permitted in any Housing Authority units.
- L. Swimming pools / Sandboxes (of any size) are NOT permitted on Housing Authority property.
- M. Proper window dressing is to be used for ALL windows. Sheets and/or blankets are unacceptable.
- N. No flammable or toxic materials shall be stored in or near the dwelling unit or in areas accessible to children.
- O. Tenant must comply with Housing Authority's Pet Policy.
- P. To give Management notice in writing when the premises are to be vacant for two weeks or more but such notice will not make Management responsible for any personal property of any nature left in or on the leased premises during the tenant's absence.
- Q. Tenant agrees not to waste utilities furnished by the Authority, not to use utilities or equipment for any improper or unauthorized purpose.
- R. Tenant agrees that insuring against loss of personal property is the responsibility of the tenant. The Authority does NOT provide such insurance coverage. ALL TENANTS ARE STRONGLY URGED TO OBTAIN RENTER'S INSURANCE ON THEIR PERSONAL PROPERTY.
- S. Not to do any modification without first receiving the Housing Authority's written prior approval:
  - 1. Change or remove any part of the appliances, fixtures or equipment in the unit.
  - 2. Paint or install wallpaper, wall covering or contact paper in the unit.
  - 3. Attach awnings or window guards on the unit.
  - 4. Attach or place any fixtures, signs or fences on the building, common areas or grounds.
  - 5. Attach any shelves, screen doors or other permanent improvements in the unit.
  - 6. Install washing machines, dryers, dishwasher, freezers or air conditioners in the unit.
  - 7. Place any aerials, antenna or other electrical connections in or on the unit.
  - 8. No additional locks or bolts shall be placed on any doors of the unit.
- T. To abide by necessary and reasonable rules and regulations established for the benefit of the development and tenants. These rules shall be posted in the Management Office and are incorporated by reference in this lease.
- U. Tenant agrees not to do any major repairs, greasing or similar work on vehicles on the Authority's property.
- V. Tenant will be permitted to conduct legal profit making activities in their residence as long as the activity is incidental to primary use of the leased unit for residence by members of the household. Permission must be obtained from the Authority, in writing, prior to undertaking such profit making activity. Any income derived from profit making activity must be reported to the Authority for purpose of determining rent.

- W** Parking is limited. Tenants are permitted to park one vehicle per family in the lot. Designated handicap parking spaces are reserved for authorized users only.
- X** Tenant agrees not to keep or maintain any snowmobile, off road vehicles, motorized vehicles and trail bikes on the premises (except in assigned parking area) and furthermore not to keep or maintain any unlicensed or uninspected vehicle on the premises. The expense of removal will be at the expense of the owner/tenant and will be repaid to the Authority.
- Y** Any threat to the life, safety or where no threat exists (harassment, profanity, etc.) of a Housing Authority employee or representative by a tenant, member of a tenant's household or tenant's guest shall be grounds for immediate eviction.
- Z.** The tenant, any member of the tenant's household, guest or other person under the tenant's control shall not engage in violent, criminal activity, including drug related criminal activity. (On or Off the Housing Authority premises) while the tenant is residing in Public Housing. Criminal Activity will be cause for TERMINATION OF TENANCY.
- AA.** The term "DRUG RELATED CRIMINAL ACTIVITY" means the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute or use a controlled substance.
- BB.** It is the responsibility of the tenant to check smoke detectors located in their dwelling units on a monthly basis to insure proper working condition and installation of batteries, as needed. The Authority will check detectors and replace batteries at the time of furnace inspection.
- CC.** Tenant agrees to pay a fee for an Authority Maintenance Employee to let them into their unit, when they are locked out. Lockouts during regular working hours will be at the normal rate of pay in effect at the time. Lockouts during the evening hours, weekends or on holidays will be at time and one-half of the normal rate of pay, in effect at the time.
- DD.** In the event of any injuries to tenant, tenant's family or guests, or in the event of any damage to any of their property, that is allegedly cause by negligence of Management or its agents or employees, the tenant will give Housing Authority Management a written notice of the occurrence of the injury or damage within five (5) days of the happening thereof. The written notice will delivered to the Management Office.
- EE.** A Home-visit will be performed by Management within thirty (30) days after the tenant signs their lease. At this time, if a determination is made, in which, Management feels the tenant is not following JCHA Housekeeping standards, the tenant will be required to attend classes provided by Community Action Agency.

#### **C. MANAGEMENT AGREES**

- 1.** To give any notice to tenant in writing delivered to tenant or an adult member of the tenant's household or sent by prepaid first class mail.

2. To maintain the premises and the development in a decent, safe and sanitary condition.
3. To make necessary repairs to the premises during regular working hours unless an emergency situation exists.
4. To keep the development buildings, facilities and common areas, not otherwise assigned to the tenant for maintenance and upkeep, in a clean and safe condition.
5. To maintain in good and safe working order and condition : Electrical, plumbing, sanitary, heating, ventilating and other facilities and appliances, including elevators, supplied or required to be supplied by Management.
6. To provide and maintain appropriate receptacles and facilities (except containers for the exclusive use of individual tenant family) for the deposit of garbage, rubbish and other waste removed from the premises.
7. To furnish a range, refrigerator and routine maintenance services. However, if a tenant already owns an appliance they wish to use instead of the Authority's appliance they may do so if management approves this arrangement in writing. This approval will be based on size and working condition of the appliance. Maintenance of a tenant's personal appliances is their responsibility and must be in good working condition.
8. To comply with requirements of applicable building codes, housing codes and HUD regulations materially affecting health and safety.
9. DEVELOPMENTS:
 

PA 61-1	JEFFERSON STREET HI-RISE, PUNXSUTAWNEY, PA
PA 61-2	BEYER AVENUE TERRACE, PUNXSUTAWNEY, PA
PA 61-3	SUNRISE TERRACE, REYNOLDSVILLE, PA
PA 61-4	BREEZEWAY TERRACE, REYNOLDSVILLE, PA
PA 61-5	CASCADE VILLAGE, SYKESVILLE, PA
PA 61-15	CARES TERRACE, REYNOLDSVILLE, PA

Management agrees to supply heat, hot and cold running water, sewage, garbage removal, gas for cooking and electricity for lighting and general household appliances to the above developments. No charge will be made for providing these utilities.

PA 61-7	FORRESTVIEW TERRACE, REYNOLDSVILLE, PA
PA 61-8	SKYVIEW TERRACE, REYNOLDSVILLE, PA

Tenant understands and agrees that they will be responsible for contacting the appropriate utility companies, immediately after signing their lease, for connection and payment of the following utility services: Gas, Electric, Water and Sewage for the above developments. Each apartment will be billed individually for these services by the utility company and the tenant agrees to pay these charges directly to the appropriate utility company. The tenant's utility service may be terminated by the utility company. Should this happen, the tenant renders the unit to be uninhabitable and would be cause for eviction.

**UTILITY ALLOWANCE AS FOLLOWS**

**PA 61-7 FORESTVIEW TERRACE**

**PA 61-8 SKYVIEW TERRACE**

**GAS:** \$ \_\_\_\_\_  
**ELECTRIC:** \$ \_\_\_\_\_  
**WATER:** \$ \_\_\_\_\_  
**SEWAGE:** \$ \_\_\_\_\_

**D. DEFECT, HAZARDS TO LIFE HEALTH OR SAFETY - In the event the premises are damaged to the extent that conditions are hazardous to life, health or safety of the occupants:**

1. Tenant shall immediately notify the Authority of that damage.
2. The Authority shall be responsible for repair of the dwelling unit within a reasonable time; and if the damage was caused by tenant, tenant's household or guests, the actual cost of the repairs will be charged to the tenant.
3. Authority shall offer standard alternative accommodations, if available, in circumstances where necessary repairs cannot be made within a reasonable time.
4. In the event repairs are not made or alternative accommodations are not provided, rent shall be abated in proportion to the seriousness of the damage and loss suffered by the tenant, except that no abatement of rent shall occur if tenant rejects the alternate accommodations or if the damage was caused by tenant, tenant's household or guest.

**E. MOVE-IN AND MOVE OUT INSPECTIONS**

1. Authority representative's and the tenant or representative will be obligated to inspect the dwelling unit prior to occupancy by the tenant. A written form will be completed on the condition of the dwelling unit and any equipment provided. This form will be signed by the Authority and the tenant and kept in the tenant's folder. A copy will be given to the tenant. Any deficiencies noted on the inspection will be corrected by the Authority at no charge to the tenant.
2. Authority representative(s) will be obligated to inspect the dwelling unit when it is vacated. Tenants should attend this inspection so they are aware of any charges which they will be responsible for paying. A written statement of actual cost will be sent to the tenant within thirty (30) days of vacating the dwelling unit. If any refund is due from the security deposit it will be sent at this time. If any amount is owed to the Housing Authority the ex-tenant will be given thirty (30) days to make restitution, by way of payment in full or a payment schedule. If the payment is not resolved, the account will be forwarded to a credit collection agency.

**F. ENTRY OF PREMISES DURING TENANCY**

1. The Housing Authority shall upon a 48 hour advance notification to the tenant, be permitted to enter the dwelling unit during reasonable hours for the purpose of performing routine

inspections and maintenance for making improvements or repairs.

2. Each year, an annual occupied dwelling inspection will be completed. Management may schedule other inspections at more frequent intervals if the condition of the unit in his/her opinion reasonably warrant the same.
3. Authority may enter the premises at any time, without advance notification when there is a reasonable cause to believe that an emergency exists which could jeopardize health or safety of other tenants. The Housing Authority also reserves the right to enter a dwelling unit upon receipt of a report that the unit has been seriously damaged, destroyed, vandalized or abandoned. The Housing Authority shall leave, on the premises, a written statement specifying the date, time and purpose of entry prior to leaving the premises.
4. In the event of a work order when the tenant and all adult members of the tenant's household are absent from the premises, a written statement specifying the date, time and purpose of entry will be left prior to leaving the premises.

**G. ADMISSION AND CONTINUED OCCUPANCY - ( APPLICANTS AND TENANTS WITH SPECIAL NEEDS)**

1. Applicants for admission to public housing - All tenants must be able to legally fulfill the requirements of this lease. If a tenant requires the services of a live-in aide, the tenant must file an addition to the household request form with the Authority and the aide be determined to be eligible for Authority Housing.
2. An unoccupied dwelling unit can remain under lease, not to exceed six (6) consecutive months, as long as the rent is paid monthly, by the 1st of the month and there are no lease violations. Extended periods of time will be determined for each individual case based on the information presented.

**H. TERMINATION OF LEASE**

1. The Authority shall not terminate nor refuse to renew a lease other than for serious or repeated violation of material terms of the lease. Such serious or repeated violations of material terms shall include, but not limited to:
  - a. Failure to pay rent or other payments when due
  - b. Repeated late payment, which shall be defined as failure to make payment by the 1st of the month. Four (4) such late payments within a twelve (12) month period shall constitute repeated late payment.
  - c. Failure to comply with housekeeping standards and health, safety and maintenance rules as stated in this lease and its attachments.
  - d. Failure to provide timely and accurate statements of income, assets, expenses and family composition at admission, interim or annual rent recertification, to attend scheduled re-examination interviews or to cooperate in the income verification process.
  - e. Serious or repeated damage to the unit.
  - f. ANY criminal activity that threatens the health, safety or right to peaceful enjoyment of the premises of other tenants or employees of the Authority.
  - g. The arrest of any family member living in the unit of a drug related/and or violent crime on or off the Housing Authority property.

- h. Failure to pay utilities promptly, where applicable.
- i. Failure to perform and comply with required Community Service or be exempted therefrom.
- j. Any other good cause.

**2. MANAGEMENT SHALL GIVE WRITTEN NOTICE OF TERMINATION OF THIS LEASE OF:**

- a. Fifteen days in the case of failure to pay rent
  - b. A reasonable time proportionate with the urgency of the situation in the case of creation of or maintenance of a threat to health or safety of other tenants or Authority employees
  - c. 30 days in all other cases
  - d. The notice of lease termination to the tenant shall state specific ground for termination and shall inform the tenant of the tenant's right to make such reply as the tenant may wish. The notice shall also inform the tenant of the right to examine the Authority's documents directly relevant to the termination or eviction. When the Authority is required to afford the tenant the opportunity for a grievance hearing the notice shall also inform the tenant of the tenant's right to request a hearing in accordance with the Authority's grievance procedure.
  - e. A notice to vacate, which is required by State or Local Law, may be combined with or run concurrently with the notice of Lease Termination.
  - f. When the Authority is required to afford the tenant the opportunity for a hearing under the Authority's grievance procedure for a grievance concerning the lease termination, the tenancy shall not terminate (even if any notice to vacate State or Local law has expired) until the time for the tenant to request a grievance hearing has expired, and (if a hearing was requested by tenant in a timely manner) the grievance process has been completed.
  - g. When the Authority is not required to afford the tenant the opportunity for a hearing under the grievance procedure, the notice of termination shall:
    - 1. State the tenant is not entitled to a grievance hearing on the termination.
    - 2. State the eviction is for a criminal activity or for drug related criminal activity.
    - 3. In deciding to evict for criminal activity the Authority shall have discretion to consider all the circumstances of the case, including the seriousness of the offense, the extent of all the participation by family members and the effects that the eviction would have on family members not involved in the prescribed activity. In appropriate cases, the Authority may require a family member who has engaged in the illegal use of drugs to present evidence of successful completion of a treatment program as a condition to being allowed to reside in the unit.
- 3. This lease may be terminated by the tenant any time by giving a fifteen (15) day advance written notice to the Authority.**
- I. GRIEVANCE PROCEDURE - All disputes concerning the obligations of the tenant or the Authority under this lease, with the exception of the Authority's "ONE STRIKE AND YOU'RE OUT POLICY" shall be processed and resolved pursuant to the Grievance Procedure of the Authority which is in effect at the time such grievance or appeal arises. The Grievance Procedures are available in the Management Office.**
  - J. WAIVER - The failure of the Authority or tenant to exercise any right or remedy as provide herein shall not affect the right to do so at a later date for similar or other cause. If the tenant violates the terms and condition of this lease and such violations are not brought immediately to the attention of the Authority the Authority upon learning of such violations may take the appropriate action provided for in the lease. No such past violation, which has not been acted upon by the Authority shall constitute a waiver of**



subsequent similar violations.

- K. MODIFICATIONS** - Modification of this lease must be accompanied by a written rider to the lease executed by the Authority and tenant, except for rent re-determination, eligibility for low cost housing appropriateness of dwelling size, schedules of special charges for services, repairs and utilities and rules and regulations which are incorporated in the lease by reference. Matters incorporated which are in the lease by reference shall be publicly posted in a conspicuous manner in the Management Office and shall be furnished to tenant upon request. If such rules and regulations are modified, the Authority shall give at least thirty (30) days written notice to each affected tenant setting forth the proposed modification and providing the tenant an opportunity to present written comments which shall be considered by the Authority prior to the effective date of the proposed modification.

#### **EXECUTION OF THE LEASE**

I am aware that all policies, schedules, charges and rules and regulations are listed on the bulletin board in the lobby of 201 North Jefferson Street, Punxsutawney, PA. and are available for me to obtain from the Management Office to read during the office hours ( 8:00 A.M. to NOON and 1:00 P.M. to 4:30 P.M.)

Monday thru Friday, exclusive of Holidays. I am aware that these listed documents are subject to change and that all changes will be given a thirty (30) day period for comment by tenants.

In signing this lease I am acknowledging the Housing Authority employee has explained, in detail, all areas covered by this lease and have received the listed attachments. I understand and accept my obligations as a tenant.

Signed this \_\_\_\_\_ day of \_\_\_\_\_

TENANT \_\_\_\_\_

CO-TENANT \_\_\_\_\_

**JEFFERSON COUNTY HOUSING AUTHORITY**

\_\_\_\_\_  
**EXECUTIVE DIRECTOR**

#### **ATTACHMENTS**

1. One Strike and Your Out Policy
2. Alcohol Abuse Policy
3. Pet Permit Application
4. Pamphlet - Protect Your family from Lead in Your Home
5. Tenant Handbook
6. Tenant Charges
7. Housekeeping Standards
8. Community Service Policy

**ATTACHMENT M**

**Component 7**  
**Capital Fund Program Annual Statement**  
**Parts I, II, and II**

**Annual Statement****Capital Fund Program (CFP) Part I: Summary**

Capital Fund Grant Number      FFY of Grant Approval: 04/2003

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	71,347
4	1410 Administration	35,673
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	25,000
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	224,714
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	356,734
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	169,714
23	Amount of line 20 Related to Security	15,000
24	Amount of line 20 Related to Energy Conservation Measures	

# Annual Statement

## Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
PA 61-1 Jefferson Street Hi-Rise	Comply with ADA & 504 Requirements	1460	113,142
	Replace cooper plumbing waste and supply Line through out 7 floors of Hi-Rise Bldg And shut off valves	1460	40,000
	Upgrade Security System within Hi-Rise Building and parking area	1460	15,000
PA 61-2 Beyer Avenue Terrace	Comply with ADA & 504 Requirement	1460	56,572
PHA Wide Management Improvement	Step – Up Program Provide Resident Training Programs Provide Professional Staff training Upgrade Computer System Marketing Strategies Resident Screening and Selection	1408	71,347
PHA Wide Administrative	Administrative Salaries and Benefits	1410	35,673
PHA Wide Fees & Cost	A & E Service	1430	25,000

**Annual Statement****Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
PA 61-1 Jefferson Street Hi-Rise	9-2005	03-2007
PA 61-2 Beyer Avenue Terrace	9-2005	03-2007

## ATTACHMENT N    **Optional Table for 5-Year Action Plan for Capital Fund (Component 7)**

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PA 61-1	JEFFERSON STREET HI-RISE	1	1%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Comply with ADA & 504 Requirements			113,142	2003
Replace all cooper waste & supply lines (7 floors)			40,000	2003
Upgrade security system within Hi-Rise building & parking area			15,000	2003
Upgrade garbage disposal system			50,000	2007
			218,142	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PA 61-2	BEYER AVENUE TERRACE	3	7 ½%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Comply with ADA & 504 Requirements			56,572	2003
Replace building siding			30,000	2005
Redesign entrance way – stoops, porch and porch roofs.			74,714	2005
Upgrade kitchens, cabinet, counter, floors, etc.			85,000	2005
Construct new parking lot area.			35,000	2005
Total estimated cost over next 5 years			281,286	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PA 61-3	SUNRISE TERRACE	6	14%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Comply / review ADA & 504 Requirements			20,000	2006
Total estimated cost over next 5 years			20,000	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PA 61-4	Breezeway Terrace	5	16.6%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace building siding			30,000	2004
Comply with ADA & 504 Requirement			56,572	2004
Redesign entrance way, new stoops, porch, porch roofs, exterior Doors, storm doors			63,142	2004
Upgrade kitchens, cabinets, counters, floors, wall covering			50,000	2004
Basketball court			15,000	2004
Landscaping			10,000	2004
Total estimated cost over next 5 years			224,714	



Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PA 61-5	CASCADE VILLAGE	6	13%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Comply with ADA & 504 Requirements			20,000	2006
Total estimated cost over next 5 years			20,000	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PA 61-7	FORESTVIEW TERRACE	3	20%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Redesign entrance way –new stoops, porch, porch roof, exterior doors Storm doors		112,714	2006
New flooring – underlayment and tile.		60,000	2006
Replace interior doors, & closet doors, new shelves		10,000	2006
Comply with ADA & 504 Requirements		32,000	2006
Landscaping		10,000	2006
<b>Total estimated cost over next 5 years</b>		224,714	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PA 61-8	SKYVIEW TERRACE	0	0%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Comply with ADA & 504 Requirement			77,357	2007
Landscaping			10,000	2007
Concrete replacement			15,000	2007
Total estimated cost over next 5 years			102,357	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PA 61-15	CARES TERRACE	4	25%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Comply with ADA & 504 Requirements			77,357	2007
Landscaping			10,000	2007
Total estimated cost over next 5 years			87,357	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PHA WIDE	MANAGEMENT IMPROVEMENT	28	10.25%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
MANAGEMENT IMPROVEMENT  Step-up Program Residents Training Program Professional Staff Training Upgrade Computer System Marketing Strategies Disaster Planning Resident Screening & Selection			71,347	2003  TO  2007
Total estimated cost over next 5 years			356,735	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PHA WIDE	ADMINISTRATION			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
ADMINISTRATION			35,673	2003
Salaries & Benefits				TO
FEES & COST			25,000	2007
Total estimated cost over next 5 years			303,365	

## CAPITAL FUND PROGRAM TABLES START HERE

### Attachment O

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b> Jefferson County Housing Authority			<b>Grant Type and Number</b> Capital Fund Program Grant No: PA28P06150100 Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b> 2000
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/02 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	89,731	89,731	89,731	27,453.33
4	1410 Administration	44,877	44,877	44,877	5,517.06
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	25,000	25,000	25,000	15,037.08
8	1440 Site Acquisition				
9	1450 Site Improvement	74,000			
10	1460 Dwelling Structures	195,600	305,492	305,492	
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	35,892			
21	Amount of Annual Grant: (sum of lines 2 – 20)	465,100	465,100	465,100	48,007.47
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

### Part II: Supporting Pages

PHA Name:		Grant Type and Number				Federal FY of Grant:		
Jefferson County Housing Authority		Capital Fund Program Grant No: PA28PO6150100 Replacement Housing Factor Grant No:				2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA 61-1	Upgrade Elevators	1460	2	91,600	113,500	113,500		In progress
Jefferson Street								
Hi-Rise	Replace service Boxes	1460	78	30,000				Paid out of
								1999 CFP
PA 61-2	Upgrade bathrooms , tub surrounds	1460	40	26,000	116,613	116,613		In progress
Beyer Avenue	Replace Storm Doors	1460	78	20,000				Paid out of
Terrace								1999 CFP
	Resurface Parking Lots	1450	2	30,000				Eliminated
	Replace service boxes	1460	40	20,000				Paid out of
								1999 CFP
PA 61-3	Replace carpet	1460	42		26,758	26,758		In Progress
Sunrise Terrace								
PA 61-4	Fencing around Development	1450		20,000				Paid out of
Breezeway								1999 CFP
Terrace	Build basketball court	1450		15,000				2004 CFP



**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name:		<b>Grant Type and Number</b>				<b>Federal FY of Grant:</b>		
Jefferson County Housing Authority		Capital Fund Program Grant No: PA28PO6150100 Replacement Housing Factor Grant No:				2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA 61-5	Replace Carpet	1460	42		27,863	27,863		In progress
Cascade Village								
PA 61-8	Replace exterior Pole Lights	1450	10	9,000				1999 CFP
Skyview Terrace	Replace Carpet	1460			20,758	20758		In progress
PA 61-15	Replace Service Boxes	1460	16	8,000				Paid out of
Cares Terrace								1999 CFP

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Jefferson County Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: PA28PO6150I00 Replacement Housing Factor Grant No:				<b>Federal FY of Grant:</b> 2000		
	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Step-Up Program	1408		89,731	89,731	89,731	27,453.33	
Management	Provide Residents Training							
Improvement	Provide Professional Staff training							
	Upgrade Computer System							
	Marketing Strategies							
	Resident Screen & Selection							
PHA Wide	Administrative Salaries	1410		44,877	44,877	44,877	5,517.06	
Administration	And Benefits							
PHA Wide	A & E Service for Program	1430		25,000	25,000	25,000	15,037.08	
Fees & Costs								

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name:  Jefferson County Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: PA28PO6150I00 Replacement Housing Factor Grant No:				<b>Federal FY of Grant:</b>  2000		
	General Description of Major Work Categories	Dev. Acct No.	Quant ity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Contingency		1502		35,892	35,892			eliminated

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

PHA Name:  Jefferson County Housing Authority		Grant Type and Number Capital Fund Program No: PA28PO6150100 Replacement Housing Factor No:					Federal FY of Grant:  2000
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PA 61-1	3-2002	9-2002		9-2002	9-2004		
PA 61-2	3-2002	9-2002		9-2002	9-2004		
PA 6-4	3-2002			9-2002	9-2004		
PA 61-8	3-2002	9-2002		9-2002	9-2004		
PA 61-15	3-2002			9-2002	9-2004		
PA 61-3		9-2002			9-2004		
PA 61-5		9-2002			9-2004		

## **CAPITAL FUND PROGRAM TABLES START HERE**

### **Attachment P**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b>  Jefferson County Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: PA28PO6150101 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b>  2001
<input type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no:     )</b>					
<input checked="" type="checkbox"/> <b>Performance and Evaluation Report for Period Ending 9/30/02</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	89,730	89,730	89,730	7,982.71
4	1410 Administration	44,870	44,870	44,870	662.77
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	30,000	30,000		
8	1440 Site Acquisition				
9	1450 Site Improvement	90,000	10,000		
10	1460 Dwelling Structures	53,000	86,904		
11	1465.1 Dwelling Equipment—Nonexpendable	27,000	13,120	13,120	13,120.00
12	1470 Nondwelling Structures	139,989	199,965	199,965	
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b> Jefferson County Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: PA28PO6150101 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2001
<input type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no:     )</b>					
<input checked="" type="checkbox"/> <b>Performance and Evaluation Report for Period Ending 9/30/02</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
<b>Line No.</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost</b>	
		<b>Original</b>	<b>Revised</b>	<b>Obligated</b>	<b>Expended</b>
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	474,589	474,589	347,685	21,765.48
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

**Annual Statement/Performance and Evaluation Report****Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part II: Supporting Pages**

PHA Name:		Grant Type and Number Capital Fund Program Grant No: PA28P06150101 Replacement Housing Factor Grant No:				Federal FY of Grant:		
Jefferson County Housing Authority						2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA 61-1	Replace Building Lights	1460		3,000				98 CFP
Jefferson Street								
Hi-Rise	Tile Replacement – 7 floors	1460			61,904			
PA 61-2	Extend Maintenance Building	1470		139,989	199,965	199,965		In Progress
Beyer Avenue	For Community Space and							
Terrace	Renovate existing garage to							
	Accommodate maintenance building							
	Replace Refrigerators	1465			13,120	13,120	13,120	Completed
	Replace Ranges	1465		12,000				99 CFP
	Landscaping	1450			10,000			
PA 61-3	Install Ceiling Fans	1460		25,000				99 CFP
Sunrise Terrace								
	Landscaping	1450		20,000				

**Annual Statement/Performance and Evaluation Report****Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part II: Supporting Pages**

PHA Name:		Grant Type and Number				Federal FY of Grant:		
Jefferson County Housing Authority		Capital Fund Program Grant No:PA28P06150101 Replacement Housing Factor Grant No:				2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA 61-5	Concrete & Stoop Replacement	1450		70,000				2002 CFP
Cascade Village								
	Install Ceiling Fans	1460		25,000				99 CFP
PA 61-8	Replace Ranges & Refrigerators	1465		15,000				99 CFP
Skyview Terrace	Replace Storm Doors	1460	20		8,000			
PA 61-15 Cares Terrace	Replace Storm Doors Replace interior doors & closet shelves	1460 1460	16		7,000 10,000			
PHA-WIDE	Step-up Program	1408		89,730	89,730	89,730	7,982.71	
MANAGEMENT	Provide Resident Training							
IMPROVEMENT	Provide Professional Staff Training							
	Upgrade Computer System							
	Develop Marketing Strategies							
	Resident Screening & Selection							



**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

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**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

PHA Name  Jefferson County Housing Authority:		Grant Type and Number Capital Fund Program No: PA28PO6150101 Replacement Housing Factor No:					Federal FY of Grant:  2001
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PA 61-1	9-2003			9-2004	6-2005		
PA 61-2	9-2003			9-2004	6-2005		
PA 61-3	9-2003			9-2004	6-2005		
PA 61-5	9-2003			9-2004	6-2005		
PA 61-8	9-2003			9-2004	6-2005		
PA 61-15		9-2003			6-2005		

## ATTACHMENT Q

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Jefferson County Housing Authority		Grant Type and Number Capital Fund Program Grant No: PA28PO6150I02 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending 9/30/02 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised # 2	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	76,630	71,346		
4	1410 Administration	47,459	35,673		
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	25,000	25,000		
8	1440 Site Acquisition				
9	1450 Site Improvement	75,000	20,000		
10	1460 Dwelling Structures	217,500	204,715		
11	1465.1 Dwelling Equipment—Nonexpendable	18,000			
12	1470 Nondwelling Structures	15,000			
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	474,589	356,734		
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

### Part II: Supporting Pages

PHA Name:		Grant Type and Number Capital Fund Program Grant No: PA28P06150102 Replacement Housing Factor Grant No:				Federal FY of Grant:		
Jefferson County Housing Authority						2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA 61-1	Garbage Disposal System	1460		10,000				2007 CFP
Jefferson Street	ADA Compliance - Lobby	1460		10,000				2003 CFP
Hi-Rise	Existing Operable Louver	1460		2,500	2,600			Completed
	Equipped with power exhaust fan							
	Concrete Replacement – front of building	1450		20,000				Eliminated
PA 61-2	Purchase new refrigerators	1465		18,000				2001 CFP
Beyer Avenue								
Terrace								
PA 61-3	Carpet Replacement	1460		70,000				2000 CFP
Sunrise Terrace	Community Bldg. Repair	1470		15,000				eliminated
	Redesign entrance ways, stoops	1460			66,465			
	Porch roofs, storm doors, exterior doors,							
	Building siding	1460			30,000			
	Landscaping	1450			10,000			

# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

### Part II: Supporting Pages

PHA Name:		Grant Type and Number Capital Fund Program Grant No: PA28P06150102 Replacement Housing Factor Grant No:				Federal FY of Grant:		
Jefferson County Housing Authority						2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PA 61-4	Concrete Replacement	1450		40,000				2004 CFP
Breezeway	Walks & retaining wall & piping							
Terrace								
PA 61-5	Carpet Replacement	1460		70,000				2000 CFP
Cascade Village	Redesign entrance way – stoops, porch				75,650			
	Roofs, storm, exterior doors							
	Landscaping	1450			10,000			
	New building siding	1460			30,000			
PA 61-7	Replace all interior doors	1460		20,000				2006 CFP
Forestview								
Terrace								
Sunrise Terrace								
PA 61-8	Carpet Replacement	1460		35,000				
Skyview Terrace	Concrete Replacement	1450		15,000				2007 CFP

**Annual Statement/Performance and Evaluation Report****Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part II: Supporting Pages**

PHA Name:		<b>Grant Type and Number</b> Capital Fund Program Grant No: PA28P06150102 Replacement Housing Factor Grant No:				<b>Federal FY of Grant:</b>  2002		
Jefferson County Housing Authority								
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA WIDE	Step-up Program	1408		76,630	71,346			
Management	Provide resident training							
Improvement	Provide Professional Staff Training							
	Upgrade computer system							
	Marketing Strategies							
	Resident screening & selection							
PHA WIDE	Administrative Salaries & Benefits	1410		47,459	35,673			
Administrative								
PHA WIDE	A & E Services – All programs	1430		25,000	25,000			
Fees & Costs								

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

PHA Name  Jefferson County Housing Authority:		Grant Type and Number Capital Fund Program No: PA28PO6150102 Replacement Housing Factor No:				Federal FY of Grant:  2002	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PA 61-1	9-2004	5-2004		12-2005	5-2006		
PA 61-2	9-2004			12-2005			
PA 61-3	9-2004	5-2004		12-2005	5-2006		
PA 61-4	9-2004			12-2005			
PA 61-5	9-2004	5-2004		12-2005	5-2006		
PA 61-7	9-2004			12-2005			
PA 61-8	9-2004			12-2005			